



State of Louisiana
DIVISION OF ADMINISTRATION
OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

January 4, 2000

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-45

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: Inauguration Day Holiday

Although Monday, January 10, 2000, is a holiday for state employees within the Baton Rouge city limits, the OSUP Help Desk staff will be working to process payroll for pay period 12/27/1999 through 01/09/2000. Input (on-line and interface) of payroll entries will follow the normal schedule. Please adhere to the following schedule for payroll processing purposes:

1. The deadline for Interface agency transactions will be 2:00 p.m., Monday, January 10, 2000.
2. The On-line Time Entry and Master Record Access systems' deadlines will be 11:00 a.m. for timekeepers and 3:00 p.m. for headquarters staff on Monday, January 10, 2000.
3. EFT file transmission to the bank will be processed Tuesday, January 11, 2000. EFTPS file transmission to the bank will be processed Thursday, January 13, 2000.
4. Terminated employee checks and Client/Resident employee checks/earnings statements should be available to local agencies to pick up at OSUP (Capitol Annex) by 2:00 p.m., Tuesday, January 11, 2000. Out-of-town agencies should receive these checks via United Parcel Service (UPS) before 4:00 p.m. Wednesday, January 12, 2000.
5. All checks and earnings statements will be mailed as usual on Wednesday, January 12, 2000, provided that there are no problems.
6. Agencies' payroll reports should be distributed on Tuesday, January 11, 2000. However, these reports will be available for viewing in BUNDL Monday evening, January 10, 2000, if there are no processing problems.
7. Agency Requested Payables will be accepted until Tuesday, January 11, 8:30 a.m. as we usually do with Monday holidays and distributed per normal deadlines. These requests may be faxed (except for batches that include void check requests).

If you have any questions, please call the UPS Help Desk at (504) 342-8928.

RSM:APH/kmb